

LUTHER COLLEGE

POLICIES AND PROCEDURES

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| Department: | Facilities Services |
| Subject: | Green Cleaning Policy |
| Date Issued: | May 2, 2013 |
| Updated and Reviewed By: | Finance & Administration Team – June 2023 |
| Approved By: | VP for Finance & Administration – July 2023 |

I. Policy

When procuring cleaning products, Luther and its contractors will purchase products certified or recommended by Green Seal, the U.S. Green Building Council (USGBC), or another independent environmental certification organization. (e.g. Ecologo, FSC, US EPA Safer Choice). During times of Pandemic response, if “Green” products are not available, or suited for the process, other products may be purchased. For example, if a product is needed with a much shorter dwell time that may not meet Green Seal certification, meeting all available criteria may be relaxed. It is also possible to use eco-friendly items such as vinegar, baking soda, and borax for campus cleaning.

Vendor partners on campus will submit a compliance statement to Facilities Services confirming their purchases, or submit why their requirements may not meet this policy.

II. Purpose

Luther College has made a commitment to reducing its carbon footprint and promoting the environmental, social, and financial sustainability of the institution. To that end, this policy relates to the use and purchase of cleaning materials on campus. All offices of the college and its contractors will follow these guidelines except in situations when cost or other factors are shown to be prohibitive.

The goals of this policy are as follows:

- To reduce the environmental and human health impact of cleaning products used on campus.
- To create standards for cleaning products used on campus.
- To provide guidelines for cleaning practices to campus departments and contractors

III. Scope

In the use of cleaning products and equipment, Luther and its contractors will minimize water, energy, and product usage and will train its employees to conduct their duties in ways that minimize usage in all campus buildings.

IV. Terms and Definitions

Green Cleaning - cleaning to protect health without harming the environment. Additional details in the appendix

Green Seal - products which are certified by Green Seal, a non-profit offering third party certification for products which meet their sustainability standards.

US Green Building Council Products - U.S. Green Building Council Products are those certified by the USGBC's Leadership in Energy and Environmental Design (LEED) program.

FSC – wood products certified by the Forest Stewardship Council

Ecologo - Underwriters Laboratories (UL) certified products for reduced environmental and health impact.

US EPA Safer Choice – EPA listed products that perform and contain ingredients that are safer for human health and the environment

Cleaning Products - This policy defines cleaning products as:

- A. Cleaning supplies including:
 - Hand soaps and sanitizers
 - Laundry detergents and fabric softeners
 - Dish soap and detergents
 - Surface cleaners
 - All-purpose cleaners
 - Bathroom cleaners
 - Disinfectants
 - Glass cleaners
 - Floor cleaning and care products
 - All other cleaning agents
- B. Cleaning Equipment
- C. Trash bags or can liners
- D. Janitorial paper products including
 - Paper Towels
 - Toilet Paper
- E. Matting used in entrance ways

V. Procedures and Guidelines

When procuring cleaning products, Luther College personnel and contractors will consult the lists of certified products in the appendix. In the absence of products certified as sustainable alternatives by independent organizations, Luther and its contractors will utilize the attached appendix of purchasing guidelines as a resource and purchase the products they deem as the most environmentally and socially responsible.

Offices should check with Facilities Services on product availability prior to purchasing retail items. Facilities will help identify potential products to use that are readily available on campus, and may be able to purchase items at a discount from our vendors.

VI. Confidentiality and Record

Records on all cleaning products purchased through Facilities Services will be kept on file at the Facilities Office. Those records are open to any Luther student or employee upon request.

The Assistant Director of Facilities Services will provide a verbal or written report of green cleaning practices to the Food, Purchasing and Waste Task Group when requested.

VII. Appendix

Resources

Green Seal certified products https://greenseal.org/programs/environmentally-preferable-purchasing/EPA_guide_to_buying_recycled_content_paper_products:
USGBC's LEED Reference Guide for Green Building Operations and Maintenance
<https://www.usgbc.org/credits/existing-buildings-schools-existing-buildings-retail-existing-buildings-hospitality-exist-27>
FSC Products <https://fsc.org/en/product-showcase-paper-stationary-and-packaging>
US EPA Safer Choice <https://www.epa.gov/saferchoice>
Ecologo <https://www.ul.com/resources/ecologo-certification-program>
Vinegar as a cleaner <https://www.nsf.org/blog/consumer/reliable-scientific-tips-cleaning-with-vinegar>

Purchasing Guidelines

This appendix is designed to serve as a guideline in the purchase of green cleaning products when independent certifications are not available. The guideline lists considerations for several types of products. This guideline is not a mandate that products purchased meet all of the recommendations; ultimately the decision of what is responsible is left up to the purchaser.

| Product Category | Preferred characteristics |
|--------------------|---|
| All Products | <ul style="list-style-type: none">• Have the least packaging.• Are packaged in material with the most recycled content.• Are packaged in recyclable packaging |
| Paper Products | <ul style="list-style-type: none">• Meet or exceed EPA recommendations for recycled content.• Do not contain bleach. |
| Cleaning Equipment | <ul style="list-style-type: none">• Are durable, have the least frequent need for repair or replacement.• Are energy efficient, both in their running requirements but in the energy required to do the job. |
| Cleaning Supplies | <ul style="list-style-type: none">• Are biodegradable.• Do not contain antibiotics.• Have a pH closest to neutral (7). |
| Trash bags | <ul style="list-style-type: none">• Made with the most recycled content. |
| Matting | <ul style="list-style-type: none">• Are durable.• Made with the most recycled content. |

Green Cleaning

Green cleaning is cleaning to protect health without harming the environment. The chemicals used in cleaning products have been linked to multiple chemical sensitivity syndrome, allergies, contact dermatitis, headaches, dry eyes, nausea, dizziness, and fatigue. Instituting a green cleaning program helps to improve indoor air quality, which in turn, helps to increase workers' productivity, decrease absenteeism, and reduce medical and insurance costs. Green cleaning also takes into consideration the product's entire life cycle, favoring concentrated products that are packaged in reduced, refillable, or recyclable packaging. Green cleaning emphasizes the environmental sustainability of cleaning operations and overall building health (i.e. indoor air quality) and not solely evaluating building cleanliness based on appearance.